



Memorandum

To: Justice Information Board Members and Designees
From: Brian LeDuc, Program Director
Date: 11/12/2004
Re: Report of the Program Director, October 19 – November 16, 2004

Byrne Grant RFP

OFM approved the contract with Online Business Systems of Portland Oregon on November 3. Online began work in November and is scheduled to brief the Board on the project scope and schedule at the November meeting. A draft of the project charter is attached.

Summary Offender Profile (SOP)

Templar has been paid for development and deployment of SOP. The AOC has assigned to the JIN Program Office a \$50,000 contract for Phase 2 of SOP, which is to develop an interface for JBRS. In light of delays and uncertainties with JBRS, as well as the feedback from the user community and our desire to pursue non-proprietary and standards-based solutions (which SOP is not), I have asked Templar to prepare a proposal for work that reflects 1) material that will help Online build the Criminal History Query (CHQ) service and 2) modifications based on the pilot results and discussions with the user community. The Templar proposal is as follows:

- | | |
|--|----------|
| 1) Develop Web Service Interface: | \$36,000 |
| 2) Develop ID Number Query: | \$75,000 |
| 3) Integrate Interstate Identification Index Data: | \$54,000 |
| 4) Integrate Courts of Limited Jurisdiction Data: | \$49,000 |

After discussions with Templar and Online it has become evident that the best solution is for Templar to provide us with the source code for the application. After agreeing in principle that the idea has potential, the Templar PM volunteered to further explore the logistics of the proposed exchange. This will free us from the constraints of depending on SOP and Templar for future growth and from building on something that is not consistent with plans for the future of JIN.

ACTION

Endorse using the funds for Phase 2 of SOP to purchase the application source code and other material or support that will facilitate the CHQ project.

E-Citations

JIN was included in the state's Homeland Security strategy, which set aside \$200,000 for the use of middleware to improve integrated justice. As it seemed premature to build services before establishing the architecture for JIN exchanges, I had not, until recently, thought that the conditions were in place to pursue the stated goal.

In the interim, I have been participating in the discussions of the Traffic Records Committee, in which the subject of e-citations has figured prominently. In light of the planning work currently funded by AOC and the timing of the Byrne Grant proposal, the initiation of a project to automate the exchange of citations data is timely and will yield high value to the JIN community in a manner that builds on the infrastructure to be deployed early next year.

The Traffic Records Oversight endorsed the attached proposal. I have now put together a steering committee and proposed statement of work for the project and am seeking the Board's support for the project.

E-citations Steering Committee	
Tom Clarke	AOC
Nadine Jobe	DOT
Mark Knutson	LESA
Denise Movius	DOL
Marlene Boisvert	WSP

It is clear that the use of the JIN architecture for the exchange of citations data both validates the efforts to date and offers savings and efficiency to JIN constituents. Moreover, we will be able to use the data gathered by the AOC planning project to inform the requirements gathering effort for the JIN CHQ architecture.

I have also been discussing the prospect of seeking a change to the law requiring the defendant's signature on the citation. AOC has been working this issue and we have scheduled a presentation for the November meeting. In addition to improving officer safety by reducing contact with the violator, the change will dramatically reduce project costs for law enforcement.

ACTION

Endorse using \$200,000 of allocated state Homeland Security funds to model and automate the post-data collection exchange of citations.

Services

**JIN Criminal
History Query
June 2005**

**E-citations

Post data
collection
infrastructure
June 2005**

Future services

Establish architecture for information sharing

Funding Secured April 2004

RFP Issued August 2004

Contract Award November 2004

Implementation by March 2005



Establish Governance Structure

HB 1605 July 2003

JIN Building Blocks

FY 2005 Grants

For federal grants for FY 2004 (Byrne and NCHIP), the Board authorized a subcommittee to review proposals, which were submitted in the form of a JIN Decision Package developed by the Program Office. This process worked smoothly and the Office of Financial Management accepted the recommendations of the Board.

One potential flaw in this process, however, was that some members of the subcommittee had submitted their own projects for consideration. Additionally, the subcommittee did not review proposed administrative costs, and grant recipients do not receive any documentation regarding the project management process at OFM. I have discussed these issues with Aaron Butcher, the Financial Manager for the Governor's Accounting Office and we jointly support the following changes to the process:

- 1) The subcommittee should be comprised of Board members who have not submitted proposals for the current funding period.
- 2) OFM will provide grantees a set of project guidelines upon award.
- 3) The subcommittee will review proposed administrative and travel expenses to be funded under the grants and make recommendations to the Board for submission to OFM.

I am hoping that 4-5 Board members will volunteer to assist in this process. The time commitment required last year was the time required to review seven proposals, followed by a half-day of deliberations.

ACTION

Endorse using the creation of a subcommittee to review 2005 grant proposals and make recommendations to the Board.



**Washington Justice Information Network
Criminal History Query Project
Project Charter**

November 5, 2004

Version 12 (Draft)



Online Business Systems
One World Trade Center
121 SW Salmon St.
Portland, Oregon 97204

Document History

Version	Date	Author	Comments
12	5Nov2004	Murray Laatsch	Draft submitted to JIN Project Director for approval and consideration by the JIN Steering Committee.

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1 EXECUTIVE SUMMARY

1.1 DOCUMENT PURPOSE

The Project Charter Document forms the foundation for the State of Washington (WA) Justice Information Network (JIN) Criminal History Query (CHQ) project. It is a key document produced at the beginning of a project and defines the scope of the project including the deliverables as well as a definition of the work to be performed and the associated plan. The charter is intended to be a living document, with the initial approved version recognized as a project milestone and baseline.

The Charter is intended to be a “living document” which will be continually updated beyond its initial delivery to reflect any changes to the project charter definition during its duration. Changes affecting the Charter will be mutually agreed upon between the JIN Program Director and the OBS CHQ Project Manager.

This document is intended to represent Online’s understanding of the project and to serve as the basis for continued learning in support of the collaborative approach adopted for this project. This document expands on the statement of work referenced in the contract between Online Business Systems and the State of Washington DIS A04-PSC-007.

The charter contains a high level description of the project tasks and methodology and a more detailed examination of the collaborative delivery approach. Initial project meeting schedules and stakeholder commitments are itemized. Project roles and responsibilities are examined in light of resource availability and skill sets and risk and risk mitigation plans are outlined and managed.

1.2 PROJECT DESCRIPTION

JIN CHQ will design the foundation and platform for future justice information sharing initiatives within the State enterprise and participating local government entities. The CHQ project will result in a statewide plan and technology foundation for securely and reliably sharing information amongst the constituents of the JIN justice community. The initial information sharing solution will be implemented upon this technology foundation, providing web-services based access to two primary consolidated state criminal history data repositories for justice information – the Administrative Office of the Courts (AOC) and the Washington State Patrol (WSP).

This project will deliver an integration technology foundation that will be based upon the fundamentals of a service-oriented architecture (SOA).

Online’s project delivery team will design and develop a solution that makes optimal use of existing infrastructure and with the smallest possible effect on existing systems, designing and developing a working model for sharing justice information among state and local members of the justice community. Online will validate this model through the design and implementation of a set of architected Criminal History Query web services, and a generic user interface providing the same information.

Evaluation of stakeholder requirements and alternatives will result in the selection of a platform and the design and implementation of a solution that builds on the existing Summary Offender Profile (SOP) application.

1.3 RELATED PROJECTS / BACKGROUND MATERIAL

Document / Project	Applicability
Contract A04-PSC-007	Contract between State of Washington DIS and Online Business Systems dated 1Nov2004.
Statement of Work	JIN SOW – Exhibit A within Contract A04-PSC-007. Defines detailed success criteria, deliverables and work expectations.
Online Proposal	Online Business Systems technical proposal (Volume 1) to Washington DIS in

Document / Project	Applicability
	response to RFP # A04-RFP-005. Contains the Overall Online approach being utilized on the project.
SOP Project	Summary Offender Profile project. Most recent solution deployed by JIN that consolidates criminal history data from the same repositories as those targeted for the CHQ Project.

1.4 OBJECTIVES

The following objectives have been identified for this project:

1. Design a fully operational, scalable application that will allow state and local criminal justice agencies to exchange information securely, reliably and in real time regardless of existing technology infrastructures.
2. Deliver a solution based on an open standards and service-based architecture that builds on the existing state infrastructure and improves the flow of information in a flexible and cost-effective manner.
3. Provide an architecture for JIN CHQ based on customer requirements and current operational environments.
4. Deliver a solution that meets the requirements and supports the strategic directions of the participating stakeholder agencies – DIS, AOC, WSP, King County and Yakima County.
5. Solution will be comprised of two web-based queries designed, developed and deployed on the integration platform.
6. Build on the currently operational Summary Offender Profile.

1.5 DISTRIBUTION

Brian LeDuc	State of Washington – JIN Program Director
David Neufeld	Online Business Systems Ltd. – Delivery Manager
Murray Laatsch	Online Business Systems Ltd. – Senior Solutions Architect
Andy Ross	Online Business Systems Ltd. – Technical Architect

2 PROJECT SCOPE & APPROACH

The majority of the scope and approach is covered in the OBS proposal, referred in section 1.3. This section provides a record of project based delivery decisions made in light of current constraints, issues and circumstances. Topics and items addressed here are those that either required further elicitation and/or more details to guide the delivery team.

2.1 IN SCOPE

Further clarification on the scope of this project is made in point form.

1. Once a single design alternative is selected and the Alternatives document approved, the scope of the Design Phase becomes limited to capabilities inherent in supporting the 2 Criminal History Queries and the workflow surrounding this business process.
2. Integration broker choices include evaluation of MS Biztalk and Sonic ESB only. These technologies were chosen to participate in the two Proof Of Concept engagements, the results of which, will be considered as part of the evaluation and selection process.

2.2 OUT OF SCOPE

Further clarification on items and responsibilities that are outside of the scope of this project are itemized here in point form.

1. End user design collaboration will be based on a representative model, with Steering Committee members representing the requirements/needs and interests of their respective Agencies or Departments. The JIN Program and Steering Committee members are encouraged to organize Design sessions collaboration methods that best suite their current circumstances (staff availability, conflicting priorities, etc.) to coincide with the collaboration meetings scheduled in this Charter.
2. King County and Yakima County will represent County interests and requirements ratification on behalf of all potential County users of the web-services interface. The CHQ services will be designed and developed for re-usability by all Counties and other JIN stakeholders.
3. The State does not intend to create a central data repository. The solution will be messaging based, recognizing the existing state repositories as the trusted sources of criminal history data.
4. The solution will not include any modifications to proprietary systems as a part of the message exchanges.

2.3 SUCCESS CRITERIA

While detailed success criteria have been identified in the Statement of Work, we have provided here the generalized success criteria for each phase.

Design Phase – Follow an evaluation method and process that ends up being a collaborative selection of the integration platform.

Implementation Phase – Deliver 2 web service request/response queries consumable by King and Yakima county integration platforms

2.4 COLLABORATIVE APPROACH

The Justice Information Network Criminal History Query (JIN CHQ) project contains two primary challenges to collaboration: the geographical distance of the JIN Project Director and stakeholders to the vendor, and the number of stakeholder constituent groups required to play an active role in the project. These communication challenges

must be overcome without diminishing the quality of the deliverables to JIN while promoting team cohesion and collaboration. Since the two primary deliverables of the JIN project are a requirements document and a design document identifying alternative solutions, all stakeholders must have input into the process, fully understand the process, and understand the reasoning behind direction and decisions, for the deliverables to be met successfully.

There is the expectation that the vendor will conduct a minimum of one facilitated meeting to build consensus, gather information, introduce the project, review the objectives, discuss the needs of the justice community, validate the JIN requirements, and define security and performance measures. The contractor is also expected to conduct additional meetings and/or interviews as necessary or as requested by the JIN Project Manager. These meetings are to ensure there is open and constructive communication among the participants and to ensure that sufficient information has been gathered. The CHQ Project Manager must keep its expectations for communication in line with those of the JIN Project Manager, as it has been clearly established that the JIN Project Manager may call additional meetings if deemed necessary to meet the above stated objectives and set the critical expectations and base understanding for the remainder of the project.

As critical as the initial requirements document and all its assumptions are to the development of the design alternatives, these recommendations are ultimately the product that will drive the next step in the JIN implementation. The requirements will be validated throughout the assessment process with special attention to which items are or are not the requirements of stakeholder group. In addition, any alternatives that the JIN Project Manager and the Steering Committee deem necessary must be examined by the contractor.

The key parties that need to be involved in project collaboration besides Online Business Systems and URL Integration are the JIN Project Director, the Steering Committee, and the Technical Advisory Group. These groups make up the primary constituencies for this project, the AOC, WSP, DIS, King County, and Yakima County. These groups will need to be involved throughout the project in providing information, validating requirements, and understanding the various alternatives.

The alternative development must be based upon the Steering Committee's requirements, and if an alternative is identified, it must be clearly justified as to what makes it viable. The alternatives should not simply be put forward at the end of the project but should be developed throughout the project with the input and feedback from the stakeholders. If alternatives are developed they will need to be based on the initial requirements or as a result of evolving requirements based on strong collaboration between the vendor and the stakeholders. If the alternatives are not based upon requirements, the process used to present the alternative must be made clear during the process and the justification understandable.

To achieve the level of communication both in information sharing as well as consensus building, a common understanding of the requirements and the alternatives must be developed and reassessed continually during the project. This can be achieved even with the geographical challenge with a disciplined methodology and protocol for guaranteeing the necessary information is shared, project status is kept current, and the appropriate stakeholders have the opportunity to weigh in early enough to effectively impact the design alternatives. The contractor is proposing the use of a collaboration tool such as 'Groove' to assist in the management of this process. The contractor will use the tool in conjunction with the JIN Project Manager and the Steering Committee to share scheduled events including milestones, documents, meeting agendas and minutes, along with project responsibilities. A collaboration tool allows multiple individuals to sign on at the same time, simultaneously viewing the same document. The tool allows for version control of documents being continuously updated by multiple individuals. The feedback from various stakeholders can be viewed by other stakeholders without the need to e-mail documents or hold face to face meetings. This is not to suggest that meetings either in person or via telephone are not important and essential to the project. However, it is a mechanism to maximize communication and collaboration in a manner that is convenient and the less intrusive this is for all involved stakeholders.

The JIN Project Manager is pivotal to the information flow back to the Steering Committee once the initial requirements meetings occurred. If the JIN Project Manager approves of a direction, wants further information, further meetings, or other requirements explored, the CHQ Project Manager must be responsive. Conversely, the JIN Project Manager must ensure the information flow is managed with the Steering Committee.

The methodology of defining requirements, achieving consensus, continually assessing the requirements as new information is obtained, building alternatives based on the requirements, and obtaining continuous feedback on the alternatives will make the ultimate selection of an appropriate design feasible. The design alternatives must meet

both the technical and business needs of the diverse stakeholders and give clear direction as to how they were determined.

2.5 COMMUNICATION PLAN

Several important recurring dates must be considered when developing the communications plan. These dates are related to when the JIN Program Director normally officially communicates to JIN stakeholders. In consideration of these dates, the CHQ project will deliver status updates accordingly:

1. Weekly status reports due by Friday noon, containing 2/3 sentence summaries suitable for inclusion in JINfo.
2. Before the second Tuesday of each month, a status update will be provided in support of the submission to the WIJI Board which is currently scheduled on the third Tuesday of every month.
3. All project team members will provide a status report, in either written or verbal form, to the Online CHQ Project Manager in consideration of these communication plans.

2.6 ISSUES MANAGEMENT

In order to ensure issues are being resolved, an ongoing issue log will be maintained and reviewed weekly. This issue log will describe the problem, the date it was raised, who is assigned to it, the date it was resolved and a description of the resolution. The Online CHQ Project Manager will maintain this issue log.

3 RISK MITIGATION

This section identifies the factors that are anticipated to have the most direct influence on the overall success of the CHQ Project. These factors have been identified during contract negotiations and pre-project activities and were the driving factors for the assumptions made in the Online proposal. By identifying these factors early and establishing a mitigation plan for each, we arrive at a common understanding of how the project intends on coping if and when a risk starts to impact the project.

This list is a good example of the “living” nature of the Charter document. These risks will be maintained and reviewed throughout the project on a regular basis by the JIN Program Director and the Online CHQ Project Manager.

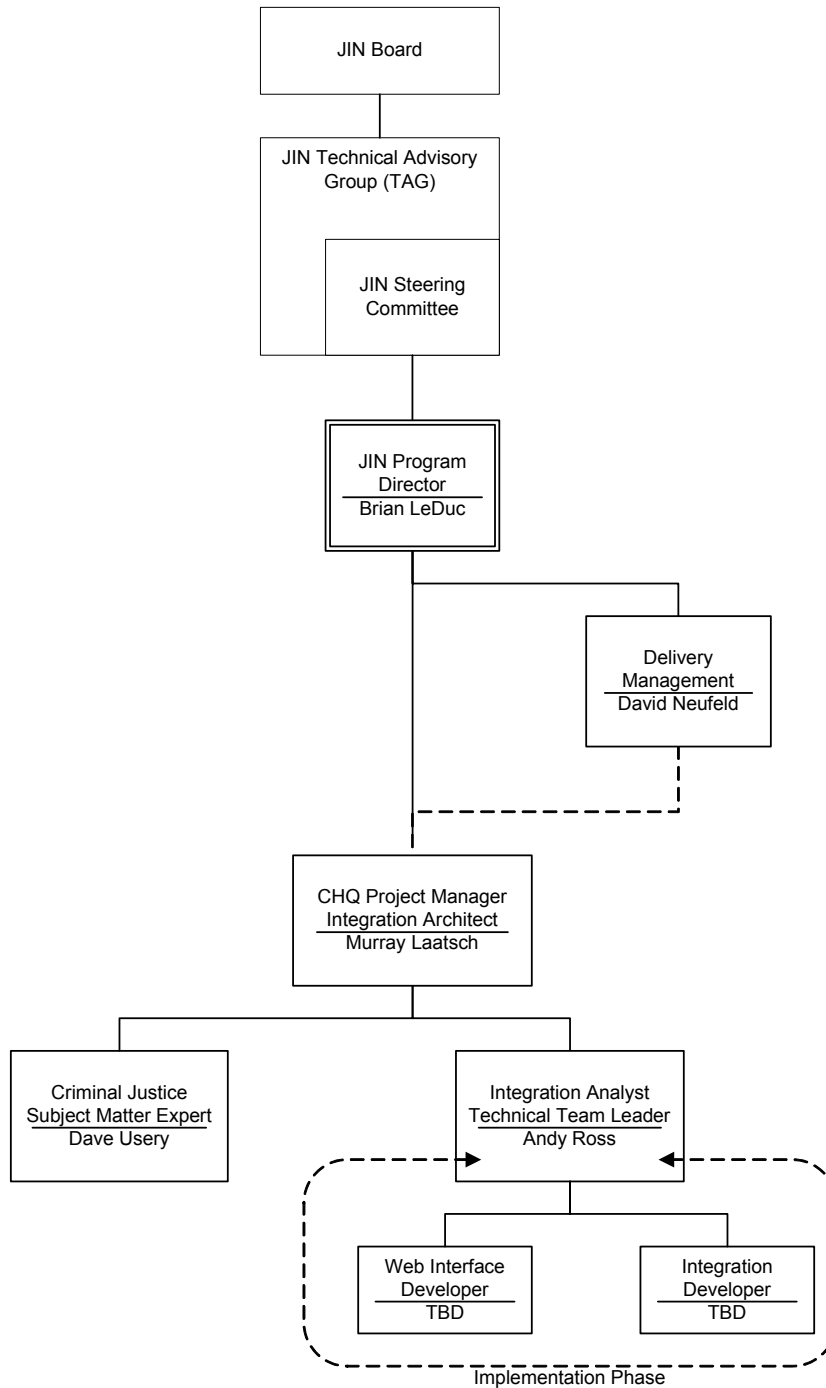
Risk	Description	Mitigation Plan / Action
Collaboration difficult amongst multiple diversely located and motivated stakeholders.	<p>Proposal assumptions include:</p> <p>All Subject Matter Experts (SME) interviews, meetings and JAD Sessions will be scheduled in Olympia. No offsite travel to County offices is considered in the plan.</p> <p>The nature of this work will require a high degree of coordination between many individuals to make workshops a success. This project must be a priority for the individuals required, and their flexibility in scheduling is necessary</p>	<p>Proposal assumption stipulated:</p> <p>Prior to project initiation, the project plan and preliminary Interview/JAD Session scheduling will have been completed.</p> <p>This preliminary scheduling has been completed and is reflected in section ‘5.2 Meetings’.</p> <p>Proposal assumption stipulated:</p> <p>Key stakeholders will be available for consultation, including (i) representatives from IT (ii) representatives from the business areas, and (iii) other staff intimately familiar with the usage and technical details of the systems being integrated.</p> <p>Additional Proposal Assumptions stipulated:</p> <p>Feedback and approval of each deliverable by the JIN Project Manager and the JIN Steering Committee will be provided in a timely manner.</p> <p>Reasonable level of collaboration, including timely decision ratification amongst all project participants and deliverable contributors.</p> <p>JIN requires the majority of work to be performed offsite. We assume that JIN will be responsible for providing secure and reliable remote access to [at least] the development and QA environments.</p>

Risk	Description	Mitigation Plan / Action
<p>The SOP Summary Offender Profile application contains proprietary logic that is expected to be leveraged.</p>	<p>Proposal assumptions include:</p> <p>Knowledgeable technical and business representation from the SOP project will be available for interviews and consultations.</p> <p>The SOP data access methods will be available for leveraging as part of a potential design alternative.</p> <p>The APIs (Application Programming Interface) utilized by SOP will reveal a significant portion of the data mapping business rules for data consolidation and query structures to the AOC and WSP criminal repositories.</p>	<p>Contract negotiations have included discussions around how to leverage the remaining Templar SOP project work towards the greatest benefit of the CHQ Project and JIN.</p> <p>Implementation Plan will confirm the level of effort required to develop the CHQ solution based on the relative portion of logic leveragable from the SOP application.</p> <p>Proposal Assumptions include:</p> <p>Business logic related to the development of these Integration Events will not be overly complex (e.g. invasive changes to existing software, significant modification of existing data architectures).</p>
<p>Yakima and King County must represent the needs of all other County users.</p>	<p>Proposal assumptions include:</p> <p>Yakima County and King County will provide staff and resources for testing the web services interface, in recognition of the timelines and dependencies of the ratified implementation schedule.</p>	

4 PROJECT ORGANIZATION

4.1 ORGANIZATIONAL CHART

The organizational chart below shows the team structure for this project.



4.2 ROLES AND RESPONSIBILITY – OBS

Person	Role	Responsibility	Commitment
David Neufeld	Account Management	Ensure JIN delivery expectations are being met. Ensure project delivery team has required skill sets. Back-Office project administrative support.	2 hours / week Weekly status update calls with Brian LeDuc
Murray Laatsch	CHQ Project Manager Integration Architect	Project Continuity, Administration and status reporting. JAD Session / Interview facilitation Scope and change control. Messaging / event patterns and solution engineering. Application of iROAD methodology Scope and change control.	Full Time
Andy Ross	Integration Analyst Technical Team Lead	JAD Session/Interview Scribe. SRS Screen mockups and design review sessions for generic UI functionality. Design Alternatives and Design of the framework components. Design CHQ web services and generic UI. Technical team leader and continuity of vision through to the Implementation Phase.	Full Time
Dave Usery	Domain SME	Collaboration Approach for Charter. SME and QA by deliverable contribution: Customer Requirements Legal and Procedural review comments Requirements Baseline Critical Success Measurements Design Alternatives Funding Issues Evaluation Method Design Recommendations for Executive & Legal Action Business Case (QA and overview) Regulatory Issues governing Justice Information Systems	26 day estimated cap 3 trips/visits to Olympia for JAD participation.
TBD	Integration Developer	Develop, test and deploy integration solution components according to solution design.	Full time – Implementation Phase
TBD	Web Interface Developer	Develop, test and deploy CHQ generic user interface components according to solution design.	Full time – Implementation Phase

4.3 ROLES AND RESPONSIBILITY – JIN

Person	Role	Responsibility
Brian LeDuc	JIN Program Director	JIN Stakeholder communication and encouraging CHQ Project participation. Synchronize Project efforts with JIN Program Initiatives. Primary State project contact.
Dan Parsons	Steering Committee TAG	Represent WSP interests during evaluation, selection and design of integration platform and CHQ solution. Provide background information and access to knowledge experts to contribute towards project success.
Cammy Webster	Steering Committee TAG	Represent DIS interests during evaluation, selection and design of integration platform and CHQ solution. Provide background information and access to knowledge experts to contribute towards project success.
George Helton	Steering Committee TAG	Represent Yakima County interests during evaluation, selection and design of integration platform and CHQ solution. Provide background information and access to knowledge experts to contribute towards project success. Provide resources for user acceptance testing the CHQ solution.
Tom Clarke	Steering Committee TAG	Represent AOC interests during evaluation, selection and design of integration platform and CHQ solution. Provide background information and access to knowledge experts to contribute towards project success.
Trever Esko	Steering Committee TAG	Represent King County interests during evaluation, selection and design of integration platform and CHQ solution. Provide background information and access to knowledge experts to contribute towards project success. Provide resources for user acceptance testing the CHQ solution.
Bob Griesel	TAG	
Carol Meraji	TAG	
Charlotte Dazell	TAG	

Person	Role	Responsibility
Diane Mathson	TAG	
Eric Munn	TAG	
Mark Knutson	TAG	
Robin Griggs	TAG	

5 PROJECT PLAN

The project plan from the Online proposal and the approach presented has been validated. Changes include a few modified dates which are reflected in this charter.

5.1 DELIVERABLES

The table below lists the deliverables associated with this project and the due dates associated with each.

Deliverable	Due	Data Sources	Validation
Project Charter	11/5/2004	Documentation Contract Negotiations	JIN Program Director
Customer Requirements Report	12/3/2004	2 Interviews Documentation	Steering Committee
Requirements Baseline Document	12/17/2004		
Alternatives Document	1/18/2005	2 facilitated sessions	TAG
Design Document	2/25/2005	4 facilitated sessions	Steering Committee
Implementation plan	3/11/2005		Steering Committee
ID of Possible Match Query	6/20/2005	Design Document	Steering Committee
Consolidated Criminal History Query	6/20/2005	Design Document	Steering Committee

5.2 MEETINGS

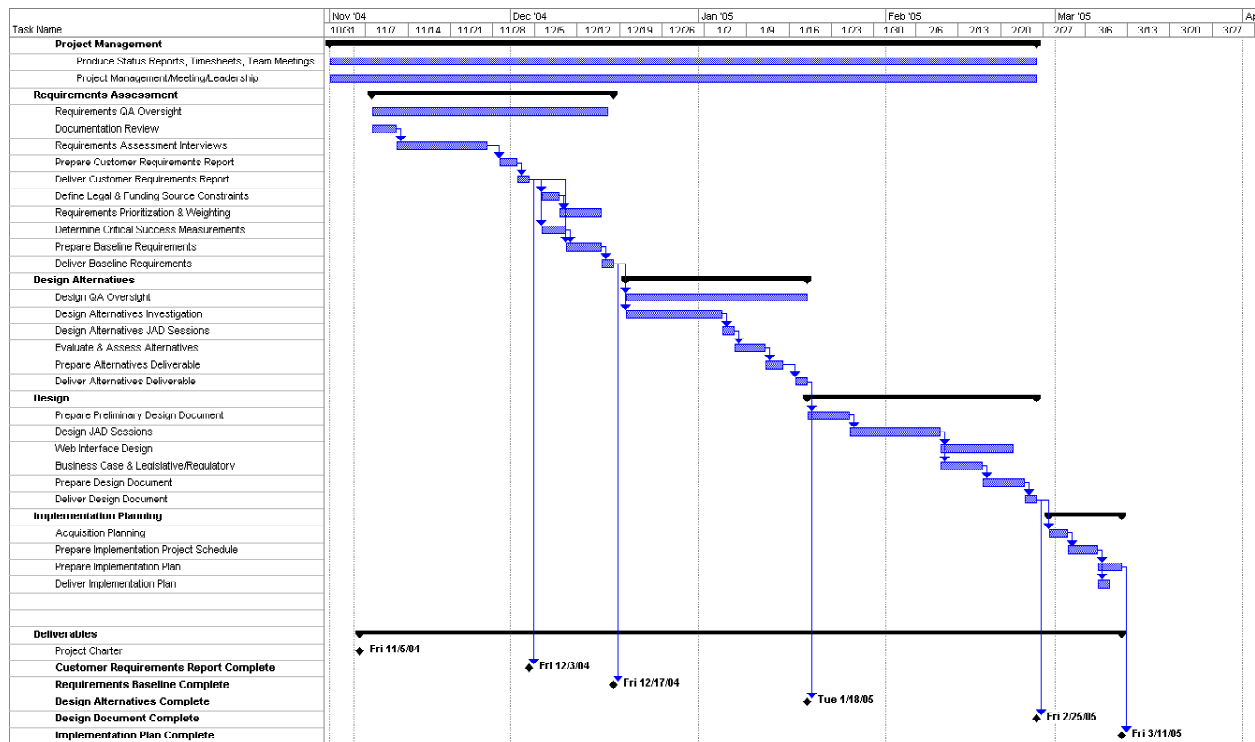
The following list is being used by the JIN Project Director to pre-schedule JIN stakeholder participation. This table represents the scheduled meetings required for Phase 1 Design. This list will be expanded and modified as meeting dates are ratified and/or schedule d through the implementation phase.

Subject / Topic	Attendees	Date	Status
Kickoff	Steering Committee	11/5	confirmed
Requirements Assessment	Stakeholder Interviews	11/8	confirmed
Requirements Assessment	Stakeholder Interviews	11/9	confirmed
JIN Board Meeting Presentation	JIN Board	11/16	confirmed
e-citations project briefing (tentative)	Codesic	11/18	confirmed
Requirements Assessment Validation	Steering Committee	11/19	confirmed

Subject / Topic	Attendees	Date	Status
Validate Customer Requirements Report	Steering Committee	12/3	confirmed
Validate Baseline Requirements	Steering Committee	12/17	confirmed
Design Alternatives Session 1	TAG	1/4	confirmed
Design Alternatives Session 2	TAG	1/18	confirmed
Design Session 1 (Technical)	Steering Committee	2/4	confirmed tentative
Design Session 2 (Technical)	Steering Committee	2/18	confirmed tentative
Design Session 1 (Business)	Steering Committee	2/11	confirmed tentative
Design Session 2 (Business)	Steering Committee	2/25	confirmed tentative

5.3 SCHEDULE – PHASE 1 – DESIGN

This plan covers the Design phase of the JIN Criminal History Query project. Details are presented in the Online Proposal. The plan is presented here to provide context for more detailed planning efforts and to reflect the changes which occurred during contract negotiations.



The following schedule will be used to track the progress of the project, schedule meetings and interim project deliverables, etc. It is presented in the Charter as a ratification of the scheduling that has occurred to date. More meetings and further detail will be added to the schedule as it is used to drive day-to-day operations of the project team. Notations in the table should be self-explanatory, other than the yellow highlights that are being used to communicate the availability of time slots that have been set aside for local meetings.

Date	Focus	Task	Meeting w/ JIN	Deliverable ♠ - contract ♣ - internal
Nov 1				
Nov 2				
Nov 3				♣ Project Charter Draft
Nov 4				
Nov 5	Kickoff	Formal kickoff Cancelled	Kickoff w/ Steering Committee	♠ Project Charter

Date	Focus	Task	Meeting w/ JIN	Deliverable ♠ - contract ♣ - internal
Nov 8	Requirements Assessment “discuss the project and methodology”	Interview 9-11 George Helton (Yakima) Interview 2-4 Trever Esko (Seattle)	Stakeholder Interviews Steering Committee	
Nov 9	Requirements Assessment	Interview 9-11 Cammy Webster (DIS) Interview 11-1 Tom Clark (AOC) Interview 1-2 Ric Ricollo (AOC/SOP) Interview 2-4 Dan Parsons (WSP)	Stakeholder Interviews Steering Committee	
Nov 10				
Nov 11				
Nov 12				
Nov 15				
Nov 16		JIN Board Meeting	Status Update JIN Board	
Nov 17				
Nov 18		e-citations meeting with Codesic	Requirements Assessment e-citations project	
Nov 19		Meeting not confirmed	Requirements Assessment Validation Steering Committee	
Nov 22				
Nov 23				
Nov 24				
Nov 25		THANKSGIVING		
Nov 26				
Nov 29				
Nov 30				
Dec 1				
Dec 2				

Date	Focus	Task	Meeting w/ JIN	Deliverable ♠ - contract ♣ - internal
Dec 3			Validate Customer Requirements Report Steering Committee	♠ Customer Requirements Report
Dec 6				
Dec 7				
Dec 8				
Dec 9				
Dec 10				
Dec 13				♣ Alternatives Draft for SC review over holidays
Dec 14				
Dec 15				
Dec 16				
Dec 17			Validate Baseline Requirements Steering Committee	♠ Requirements Baseline Document
Dec 20				
Dec 21				
Dec 22				
Dec 23				
Dec 24				
Dec 27				
Dec 28				
Dec 29				
Dec 30				
Dec 31				
Jan 3				

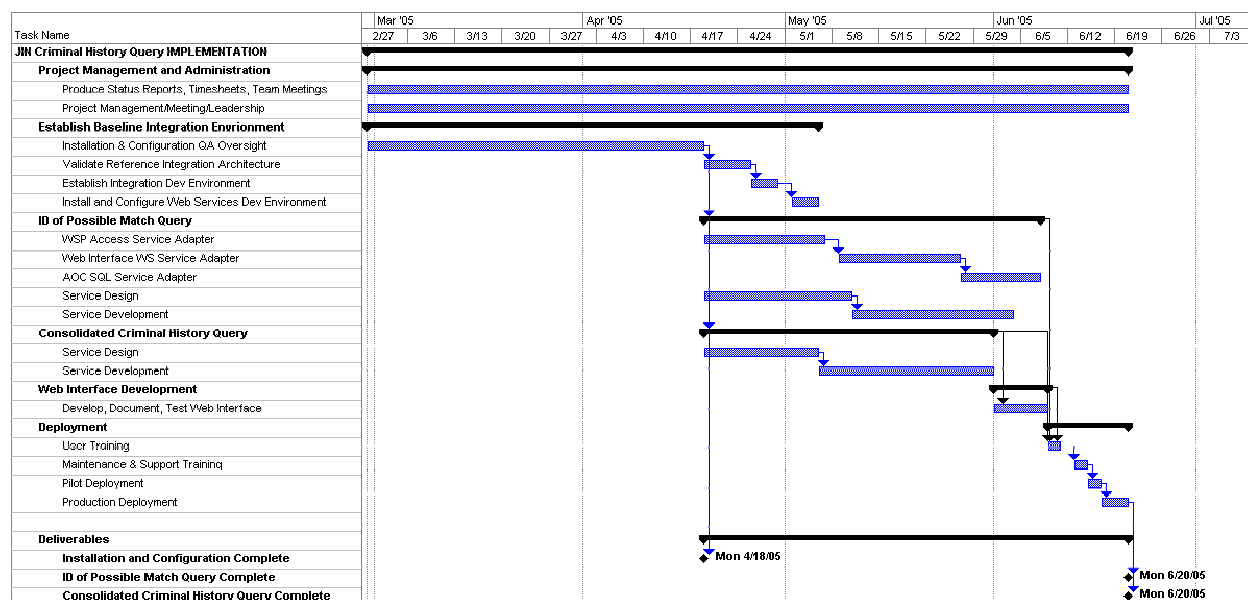
Date	Focus	Task	Meeting w/ JIN	Deliverable ♠ - contract ♣ - internal
Jan 4		Confirmed with TAG	Design Alternatives Session 1 TAG	
Jan 5				
Jan 6				
Jan 7				
Jan 10				
Jan 11				
Jan 12				
Jan 13				
Jan 14				
Jan 17				
Jan 18		Confirmed with TAG Presentation meeting for the design alternatives.	Design Alternatives Session 2 TAG	♠ Alternatives Document
Jan 19				
Jan 20				
Jan 21				
Jan 24				
Jan 25				
Jan 26				
Jan 27				
Jan 28				
Jan 31				
Feb 1				
Feb 2				
Feb 3				
Feb 4			Design Session 1 (Technical) Steering Committee	

Date	Focus	Task	Meeting w/ JIN	Deliverable ♠ - contract ♣ - internal
Feb 7				
Feb 8				
Feb 9				
Feb 10				
Feb 11			Design Session 1 (Business) Steering Committee	
Feb 14				
Feb 15				
Feb 16				
Feb 17				
Feb 18			Design Session 2 (Technical) Steering Committee	
Feb 21				
Feb 22				
Feb 23				
Feb 24				
Feb 25			Design Session 2 (Business) Steering Committee	♠ Design Document
Feb 28				
Mar 1				
Mar 2				
Mar 3				
Mar 4				
Mar 7				
Mar 8				
Mar 9				

Date	Focus	Task	Meeting w/ JIN	Deliverable ♠ - contract ♣ - internal
Mar 10				
Mar 11				♠ Implementation plan

5.4 SCHEDULE – PHASE 2 – IMPLEMENTATION

This schedule has been updated according to minor changes which occurred during contract negotiations. The Implementation Schedule is the subject of a review within the Design Phase. A major milestone in the Design phase is the creation of a validated and updated Implementation Plan and schedule.



Due to the absence of the design and alternative selection, due within the Design phase, pre-planning meetings and deriving a more detailed schedule is premature and is excluded from the charter at this time.



Memorandum

To: Integrated Justice Information Board
From: Brian LeDuc, JIN Program Director
Date: 11/12/2004
Re: Proposed JIN Traffic Records Project

The Administrative Office of the Courts (AOC) completed a pilot trial for capturing citation information electronically last year and has recently issued a request for assistance in developing a statewide deployment plan for this project. The Justice Information Network (JIN) is currently in the process of developing a model for information sharing in the state justice community. This model will provide services based on user demand without imposing platform or software obligations on local or state entities. It will, however, attempt to provide some basic standards and principles that will make integration easier for JIN constituents.

The JIN Program Office recently awarded a contract (\$350,000 of Federal Byrne Grant funds) to Online Business Systems (OBS) for the second project described above. The effort will involve gathering customer requirements for information sharing (network, performance, security) in the justice community and the presentation of design alternatives to the JIN Technology Advisory Group in December 2004. From the discussion of the alternatives presented, JIN will, by early 2005, establish an architecture for information sharing and OBS will then develop, based on customer requirements, a criminal history query service for access to the WSP and AOC data repositories.

The JIN Program Office also has \$200,000 of state homeland security funds to use middleware solutions to solve integrated justice problems. Based on discussions with the Traffic Records Committee, the Courts and state and local law enforcement, it has become increasingly clear that the automation of the exchange of citations information is one of the highest priorities for all JIN constituents. Consequently, I have established a project steering committee of AOC, DOL, WSP, DOT and a local representative (see inset) to agree on a proposed statement of work for automating the process ***after initial data collection***. This will dramatically improve the process for all involved without imposing hardware or software restrictions on anyone—law enforcement may choose any device or software to collect information.

E-Citations Steering Committee

Marlene Boisvert, WSP
Tom Clarke, AOC
Nadine Jobe, WSDOT
Mark Knutson, LESA
Denise Movius, DOL

The State Traffic Records Oversight Committee endorsed this proposal on October 12 and I am requesting that the Board also support the effort. The proposed project would achieve the following:

- Model the citations and collision data exchanges;
- Develop interfaces for exchange of data among state systems;
- Construct an XML schema; and model forms for the state;
- Develop a generic, XML-based interface to allow local law enforcement to submit data.

This process will build on work already done or currently underway and will also facilitate larger plans for, ultimately, the collection and exchange of the full set of justice information and traffic records. Most importantly, it will automate the process in a way that allows state and local law enforcement flexibility in developing mechanisms for collecting the data.

Below is a proposed timetable for the work described above.

Proposed Development Track for E-Citations	
<u>Proposed Tasks</u> Model Exchanges Creation of XML schema Develop state interfaces Model forms for data exchange using JIN messaging architecture.	
Deliverable	Date
TROC Endorsement	October 12, 2004
Vendor presentations	October 19, 2004
High level proposal	November 1, 2004
WIJIB approval	November 16, 2004
Issue RFP	December 1, 2004
XML Schema Model Forms State interfaces (AOC, WSP, DOL)	May 1, 2005

I am excited by the prospect of further collaboration with the Traffic Records Committee on this project. I am also confident that adherence to the open and standards-based design principles developed for JIN will provide a useful architectural model and facilitate data access for subsequent projects or phases, such as the exchange of collision reporting data.

I will keep this group apprised of our progress in this effort. I hope that I can count on your support as we move forward with this crucial piece of data exchange for the state.